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Office of the Dean
School of Medicine
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MEMORANDUM FOR SCHOOL OF MEDICINE FACULTY

SUBJECT: Appointment, Promotions, and Tenure of Faculty Instruction

A. **Purpose.** This memorandum intends to clarify the use of an appropriately constituted Search Committee selection in approving appointment and tenure decisions without further academic review.

B. **References.** *See Enclosure 1.*

C. **Applicability.** This memorandum applies to School of Medicine (SOM) faculty.

D. **Policy.** USUHS Instruction 1100, Enclosure 3, "Procedures – F. Edward Hébert School of Medicine," outlines the policy and procedures for making academic appointments (Section 8). While not specifically stated in the Instruction, it is the intent to allow an appropriately constituted Search Committee to recommend appointment and tenure decisions without further academic review. There are multiple precedents for this interpretation and concurrence has been received from the University administration.

Therefore, it is the policy of the Dean, pending revision of Instruction 1100, Enclosure 3, that if a search committee is appointed with a composition comparable to the SOM, Appointments, Promotion, and Tenure Committee (CAPT), in accordance with the current policies established in Instruction 1100, Enclosure 3, the search committee may make a recommendation for faculty position, including tenure status, without further academic review.


Larry W. Laughlin, M.D., Ph.D.
Dean, School of Medicine

Enclosures:

1. References

Enclosure 1

REFERENCES

- (a) USUHS Instruction 1100, "Appointments, Promotion, and Tenure of Faculty," dated January 17, 2003